

JOB POSTING

Connecticut Mental Health Center OFFICE ASSISTANT – CM 26512

PLEASE NOTE: The location, fax number and e-mail information to send responses to postings has changed. Responses to postings must be sent to the facility where the vacancy exists; therefore, it is important to follow the specific application instructions at the bottom of this posting.

Location: 34 Park Street, New Haven, CT 06519

Program/Unit: Department of Workforce Development & Training / Compliance

Shift/Schedule/Hours: 1st Shift / Monday – Thursday: 8:30 AM – 3:30 AND Friday: 8:30 – 3pm **Salary:** \$17.93 Hourly

Posting Date: November 13, 2012

Closing Date: November 20, 2012

Duties may include but not limited to: Provides office and telephone reception for the Education and Training Department. Responsible for tracking and maintaining the education and training on two different computer programs. Provide assistance to staff on how to access and use the online training system, Learning Management System and generate required reports. The office assistant will track the training and education for over 300 CMHC employees; develop, maintain, and generate training reports; create and distribute monthly mandatory training calendar; reserve training rooms; maintains supplies for the Education and Training Department; order equipment and supplies as needed; check requisition order and verifies invoices with supplies order; coordinate with fiscal services purchasing of Training & Education materials, books, etc. create certificates and flyers; set up and maintain filing system for employees training; plans conferences logistics including Orientation; Coordinates with Human Resources and Yale University, and Department Chairs for all aspects of Orientations throughout the year; arrange for audio visual equipment; maintains file with Continuing Education Materials on excel database. Creates and maintains excel spreadsheets for various Collaborative Safety Strategy trainings and CPR classes; routinely sends out correspondence for the Director the Education and Training; explains to new staff training requirements; schedules meetings and appointments for Director of Education and Training. Assists with Coordination and filing of Visiting Nursing Agency Forms for the facility and Professional Staff. Provide support to committees of the Medical and Professional Staff. May be required to start work earlier for Training registration.

Special Experience. Must possess and retain a current motor vehicle operator's license.

Eligibility Requirement: Eligibility Requirement:

Candidates must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed

2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

DMHAS – Connecticut Mental Health Center

Robert Paolitto, Human Resource Specialist, (203) 974-7634

34 Park Street, New Haven, CT 06519

Fax : (203) 974-7637

Email : Robert.Paolitto@po.state.ct.us

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (NP-3)